



To the Honorable Council  
City of Norfolk, Virginia

June 14, 2016

From: George M. Homewood, FAICP, CFM, Planning Director

Subject: **Special Exception to operate an eating and drinking establishment at 1917 Colley Avenue  
– Little Dog Diner**

Reviewed:   
Ronald H. Williams, Jr., Deputy City Manager

Ward/Superward: 2/6

Approved:   
Marcus D. Jones, City Manager

Item Number:

**R-13**

I. **Staff Recommendation:** Approval.

II. **Commission Action:** By a vote of **7 to 0**, the Planning Commission recommends **Approval**.

III. **Request:** Special Exception to operate an eating and drinking establishment.

IV. **Applicant:** Mike Basham

V. **Description:**

The applicant proposes to expand the available hours for on-premises alcohol consumption and slightly increase the capacity at the existing Little Dog Diner.

	Previous	Proposed
Hours of Operation and Hours for use of outdoor seating along Colley Avenue	6:00 a.m. until 10:00 p.m., Monday through Thursday Open 24-hours starting Friday at 6:00 a.m., ending at 10:00 p.m. on Sunday	Same
Hours for the use of outdoor seating along Harrington Avenue	6:00 a.m. until 10:00 p.m., Sunday through Thursday 6:00 a.m. until 12:00 midnight Friday and Saturday	Same
Hours for the Sale of Alcoholic Beverages	9:00 a.m. until 10:00 p.m., Seven days a week	8:00 a.m. until 10:00 p.m., Sunday through Thursday 8:00 a.m. until 2:00 a.m., Friday and Saturday
Capacity	<ul style="list-style-type: none"><li>• 36 seats indoors</li><li>• 56 seats outdoors</li><li>• 95 total capacity</li></ul>	<ul style="list-style-type: none"><li>• 37 seats indoors</li><li>• 56 seats outdoors</li><li>• 98 total capacity</li></ul>

**VI. Historic Resources Impacts**

- The building is not located within a federal, state, or local historic district.
  - Since the building on the site is at least 50 years old, it could potentially meet the criteria for designation as a federal, state or local historic resource under the Department of Historic Resources guidelines.

**VII. Public Schools Impacts**

The site is located in the Taylor Elementary School, Blair Middle School and Maury High School Attendance Zones.

Staff point of contact: Matthew Simons at 664-4750, [matthew.simons@norfolk.gov](mailto:matthew.simons@norfolk.gov)

**Attachments:**

- Staff Report to CPC dated May 26, 2016 with attachments
- Proponents and Opponents
- Ordinance



**Planning Commission Public Hearing: May 26, 2016**

Executive Secretary: George M. Homewood, FAICP, CFM

Planner: Matthew Simons, AICP, CZA, CFM

Staff Report	Item No.: 13	
Address	1917 Colley Avenue	
Applicant	Little Dog Diner	
Request	Special Exception	Amendment to the hours for on-premises alcohol consumption for an existing Eating and Drinking Establishment
Property Owner	Page and Teresa Jett	
Site Characteristics	Site/Building Area	10,000 sq. ft./1,275 sq. ft.
	Zoning	C-2 (Corridor Commercial) PCO-Colley
	Neighborhood	Ghent
	Character District	Traditional
Surrounding Area	North	C-2 & PCO-Colley: Nazef
	East	C-2 & PCO-Colley: Chabad House
	South	C-2 & PCO-Colley: Ghent Lamp & Shade
	West	R-13 (Moderately High-Density Multi-Family): townhomes



### Summary of Request

- The site is located at the southwest corner of Colley Avenue and Harrington Avenue within the Ghent neighborhood, and along a corridor mixed with commercial, residential and institutional uses.
- The applicant proposes to allow the existing diner, Little Dog Diner, to expand the available hours for on-premises alcohol consumption.

### B. Plan Consistency

The proposed special exception is consistent with *plaNorfolk2030*, which designates this site as Commercial.

### C. Zoning Analysis

#### i. General

- The site is zoned C-2 (Corridor Commercial) and Colley Avenue Pedestrian Commercial Overlay (PCO-Colley) districts which permits the use by Special Exception.
- The site is surrounded by a mix of commercial, residential and institutional uses nearby.

	Previous	Proposed
Hours of Operation and Hours for use of outdoor seating along Colley Avenue	6:00 a.m. until 10:00 p.m., Monday through Thursday Open 24-hours starting Friday at 6:00 a.m., ending at 10:00 p.m. on Sunday	Same
Hours for the use of outdoor seating along Harrington Avenue	6:00 a.m. until 10:00 p.m., Sunday through Thursday 6:00 a.m. until 12:00 midnight Friday and Saturday	Same
Hours for the Sale of Alcoholic Beverages	9:00 a.m. until 10:00 p.m., Seven days a week	8:00 a.m. until 10:00 p.m., Sunday through Thursday 8:00 a.m. until 2:00 a.m., Friday and Saturday
Capacity	<ul style="list-style-type: none"><li>• 36 seats indoors</li><li>• 56 seats outdoors</li><li>• 95 total capacity</li></ul>	<ul style="list-style-type: none"><li>• 37 seats indoors</li><li>• 56 seats outdoors</li><li>• 98 total capacity</li></ul>



ii. History:

City Council Approval	Applicant	Changes
Development Certificate - 2010	Do Nut Dinette	Initial Application – Addition to front of building
Encroachment into the public right-of-way - 2015	New Donut Dinette	280 square feet of outdoor dining area to encroach 8' along Colley Avenue
Special Exception for an Eating and Drinking Establishment – 2015	Little Dog Diner	Addition of alcohol for on-premise consumption
Development Certificate – 2015	Little Dog Diner	Addition of outdoor dining structure along Harrington
Special Exception amendment – pending	Little Dog Diner	Expand available hours for on-premises alcohol consumption

ii. Parking

- The site complies with current parking requirements.
- Amending the available hours for on-premises alcohol consumption of an existing restaurant does not require additional parking.

iii. Flood Zone

The property is located in the X Flood Zone, which is a low risk flood zone.

**D. Transportation Impacts**

- Institute of Transportation Engineers figures estimate that this restaurant will generate five additional vehicle trips per day by increasing total indoor seating at this location by one seat above currently approved levels.
- Colley Avenue adjacent to the site is not identified as a severely congested corridor in either the AM or PM peak hours in the current update to regional Hampton Roads Congestion Management analysis.
- Colley Avenue adjacent to the site is an identified priority corridor in the City of Norfolk Bicycle and Pedestrian Strategic Plan.

**E. Historic Resources Impacts**

- The building is not located within a federal, state, or local historic district.
  - Since the building on the site is at least 50 years old, it could potentially meet the criteria for designation as a federal, state or local historic resource under the Department of Historic Resources guidelines.

**F. Public Schools Impacts**

The site is located in the Taylor Elementary School, Blair Middle School and Maury High School Attendance Zones.

**G. Environmental Impacts**

The applicant has preserved the existing trees to the north of the building; incorporating them into the design of the outdoor dining, with appropriate surface material and permeability so as not to hinder the continued health and growth of the trees.

**H. Impact on Surrounding Area/Site**

- Over the past year, there have been two calls for police service at this site with no arrests made.
  - The calls for service were in relation to a potential burglary and a response to a security alarm.

**I. Payment of Taxes**

The owner of the property is current on all real estate taxes.

**J. Civic League**

Letters were sent to the Ghent Neighborhood League and Ghent Business Association on April 13.

**K. Communication Outreach/Notification**

- Legal notice was posted on the property on April 19.
- Letters were mailed to all property owners within 300 feet of the property on May 13.
- Legal notification was placed in *The Virginian-Pilot* on May 12 and May 19.

**L. Recommendation**

Staff recommends that the special exception request be **approved** subject to the conditions shown below:

- (a) The hours of operation for the establishment and for the use of the outdoor seating on the east of the building (along Colley Avenue) shall be from 6:00 a.m. until 10:00 p.m., Monday through Thursday, from 6:00 a.m. until 12:00 midnight on Friday, 24-hours on Saturday, and from 12:00 a.m. until 10 p.m. on Sunday. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The hours for the use of the outdoor seating on the north side of the building (along Harrington Avenue) shall be limited to 6:00 a.m. until 10:00 p.m. Sunday through Thursday and from 6:00 a.m. until 12:00 midnight on Friday and Saturday. No use of this outdoor seating area outside the hours of operation listed herein shall be permitted.
- (c) The hours for the sale of alcoholic beverages shall be from 8:00 a.m. until 10:00 p.m., Sunday through Thursday, and from 8:00 a.m. until 2:00 a.m. the following morning, Friday and Saturday.
- (d) The seating for the establishment shall not exceed 37 seats indoors, 56 seats outdoors, and the total occupant capacity, including employees, shall not exceed 98 people.



- (e) No smoking shall be permitted anywhere in the outdoor dining area.
- (f) No portion of the outdoor dining area shall be enclosed and any covering must leave the dining space open on at least two sides.
- (g) In order to shield the adjacent residential property, a six (6) foot tall wooden privacy fence shall be installed and maintained along the eastern property line extending from the northernmost point of the existing fence and continuing northwardly to a point approximately 10 feet from the northern property line.
- (h) A dumpster or trash enclosure shall be installed and maintained along the rear of the building, in a location that does not interfere with any existing parking spaces or impede the drive aisle, and shall include a six (6) foot tall wooden privacy fence, with a locking gate, to surround the enclosure.
- (i) The existing trees on the property, located north of the building, shall not be removed, and no development or improvements that are likely to adversely affect health or growth of the trees shall be permitted in the area north of the building.
- (j) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier.
- (k) The establishment shall maintain a current, active business license at all times while in operation.
- (l) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (m) No public telephone(s) shall be permitted on the exterior of the property. Any public phone(s) on the interior of the building shall be located in an area within full view of the establishment's staff and shall not be permitted within any restroom.
- (n) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the special exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (o) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.

- (p) The business authorized by this special exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this special exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new special exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (q) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this special exception. This special exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.
- (r) There shall be no entertainment, no dancing, and no dance floor provided.
- (s) Neither the establishment nor any portion of it shall be leased, let, or used to stage any private party and no outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (t) A copy of this special exception ordinance and Exhibits shall be available on the premises at all times for inspection, and a notice indicating that this special exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

**Attachments:**

Location map

Zoning map

1000' radii map of similar ABC establishments and Norfolk Public Schools

Application

Notice to the Ghent Neighborhood League and Ghent Business Association



## **Proponents and Opponents**

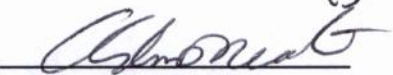
### **Proponents**

Mike Basham – Applicant  
1917 Colley Avenue  
Norfolk, VA 23517

### **Opponents**

None

Form and Correctness Approved

By   
Office of the City Attorney

Contents Approved: 

By   
DEPT.

NORFOLK, VIRGINIA

## ORDINANCE No.

AN ORDINANCE GRANTING A SPECIAL EXCEPTION AUTHORIZING THE OPERATION OF AN EATING AND DRINKING ESTABLISHMENT KNOWN AS "LITTLE DOG DINER" ON PROPERTY LOCATED AT 1917 COLLEY AVENUE.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a Special Exception is hereby granted to Little Dog Diner, LLC authorizing the operation of an eating and drinking establishment known as "Little Dog Diner" on property located at 1917 Colley Avenue. The property which is the subject of this Special Exception is more fully described as follows:

Property fronts 100 feet, more or less, along the western line of Colley Avenue and 100 feet, more or less, along the southern line of Harrington Avenue; premises numbered 1917 Colley Avenue.

Section 2:- That the Special Exception granted hereby shall be subject to the following conditions:

- (a) The hours of operation for the establishment and for the use of the outdoor seating on the east side of the building (along Colley Avenue) shall be limited to 6:00 a.m. until 10:00 p.m. Monday through Thursday, 6:00 a.m. until 12:00 midnight on Friday, 24-hours on Saturday, and 12:00 midnight until 10:00 p.m. on Sunday. No use of the establishment outside of the hours of operation listed herein shall be permitted.
- (b) The hours for the use of the outdoor seating on the north side of the building (along Harrington Avenue) shall be limited to 6:00 a.m. until 10:00 p.m. Sunday through Thursday and 6:00 a.m. until 12:00 midnight on Friday and Saturday. No use of this outdoor seating area outside the hours of operation listed herein shall be permitted.



- (c) The hours for the sale of alcoholic beverages shall be limited to 8:00 a.m. until 10:00 p.m. Sunday through Thursday and 8:00 a.m. until 2:00 a.m. the following morning on Friday and Saturday.
- (d) The seating for the establishment shall not exceed 37 seats indoors, 56 seats outdoors, and the total occupant capacity, including employees, shall not exceed 98 people.
- (e) No portion of the outdoor dining area shall be enclosed and any covering must leave the dining space open on at least two (2) sides.
- (f) The existing trees on the property, located north of the building, shall not be removed, and no development or improvements that are likely to adversely affect health or growth of the trees shall be permitted in the area north of the building.
- (g) In order to shield the adjacent residential property, a six (6) foot tall wooden privacy fence shall be installed along the eastern property line extending from the northernmost point of the existing fence and continuing northwardly to a point approximately 10 feet from the northern property line.
- (h) A dumpster or trash enclosure shall be installed along the rear of the building, in a location that does not interfere with any existing parking spaces or impede the drive aisle, and shall include a six (6) foot tall wooden privacy fence, with a locking gate, to surround the enclosure.
- (i) This special exception shall terminate in the event of a change in ownership of the establishment and may be revoked in the event of a change in the operation of the establishment as described in the Description of Operations set forth in "Exhibit A," attached hereto, provided that no termination in the event of a change in ownership of the establishment shall be effective until 120 days after the change or until a new special exception is granted showing the new owner, whichever is earlier.

- (j) The establishment shall maintain a current, active business license at all times while in operation.
- (k) The establishment shall remain current on all food and beverages taxes and business personal property taxes which may become due while it is in operation.
- (l) During all hours of operation, the establishment operator shall be responsible for maintaining those portions of public rights-of-way improved by sidewalk and portions of any parking lot adjacent to the premises regulated by the special exception so as to keep such areas free of litter, refuse, solid waste, and any bodily discharge.
- (m) A menu shall be provided containing an assortment of foods which shall be made available at all times the establishment is open. A food menu and full dining service shall be available at the bar.
- (n) The business authorized by this special exception shall be conducted in accordance with the Description of Operations set forth in "Exhibit A," attached hereto. The representations made in "Exhibit A" shall be binding upon all owners, operators and managers who operate and/or manage the premises covered by this special exception. Should any owner, operator or manager desire to operate the business in a manner different than as represented in "Exhibit A," a new special exception must be obtained prior to implementing such change. Where any limitation or representation contained in "Exhibit A" is inconsistent with any condition of this ordinance, the conditions of this ordinance shall govern.
- (o) The violation of any requirement, limitation, or restriction imposed by the Virginia ABC Commission shall be deemed a violation of this special exception. This special exception may be revoked for any violation of a general or specific condition, including a condition incorporated by reference and including a condition arising from requirements, limitations, or restrictions imposed by the ABC Commission or by Virginia law.



- (p) There shall be no entertainment, no dancing, and no dance floor provided.
- (q) Neither the establishment nor any portion of it shall be leased, let, or used to stage any private party and no outside promoter shall be permitted to use, operate, rent, or host any event on the premises.
- (r) A copy of this special exception ordinance and Exhibits shall be available on the premises at all times for inspection, and a notice indicating that this special exception ordinance and all amendments are kept on the premises and are available for review by any member of the general public shall be posted in a visible location. The notice shall also contain information on where and how to report violations of conditions and shall include the address of the zoning administrator.

Section 3:- That the City Council hereby determines that the Special Exception granted herein complies with each of the requirements of § 25-7 of the Zoning Ordinance of the City of Norfolk, 1992 (as amended), namely that:

- (a) The proposed use and development will be in harmony with the objectives and policies of the adopted general plan and with the general and specific purposes for which this ordinance was enacted and for which the regulations of the district in question were established;
- (b) The proposed use and development will not substantially diminish or impair the value of the property within the neighborhood in which it is located;
- (c) The proposed use and development will not have an adverse effect upon the character of the area or the public health, safety and general welfare. Conditions may be applied to the proposed use and development, as specified in section 25-8 below, to mitigate potential adverse impacts;
- (d) The proposed use and development will be constructed, arranged and operated so as not to interfere with the use and development of

neighboring property in accordance with the applicable district regulations;

- (e) The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools;
- (f) The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets;
- (g) The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic features of significant importance;
- (h) The proposed use and development will not cause substantial air, water, soil or noise pollution or other types of pollution which cannot be mitigated;
- (i) The proposed use and development will not cause a negative cumulative effect, when its effect is considered in conjunction with the cumulative effect of various special exception uses of all types on the immediate neighborhood and the effect of the proposed type of special exception use on the city as a whole;
- (j) The proposed use and development complies with all additional standards imposed on it by the particular provisions of the ordinance authorizing such use; and
- (k) No application for a special exception shall be recommended or granted until any and all delinquent real estate taxes owed to the City of Norfolk on the subject property have been paid.

Section 4:- That the Special Exception granted hereby amends the previously granted special exception permitting an eating and drinking establishment on this property, adopted on April 14, 2015 (Ordinance No. 45,895). All provisions and conditions previously approved are entirely superseded by the terms of this Special Exception.

Section 5:- That this ordinance shall be in effect from the



date of its adoption.

ATTACHMENT:

Exhibit A (3 pages)

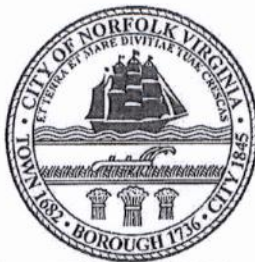


EXHIBIT "A"  
Description of Operations  
Eating and Drinking Establishment

Date 3/16/16  
Trade name of business Little Dog Diner  
Address of business 1917 Colley Ave  
Name(s) of business owner(s)\* Stephen Delacruz/Charles Sears DBA Little Dog Diner LLC  
Name(s) of property owner(s)\* Page & Teresa Jeff  
Daytime telephone number (757) 625-0259

\*If business or property owner is partnership, all partners must be listed.

\*If business or property owner is an LLC or Corporation, all principals must be listed.

1. Proposed Hours of Operation:

Facility		Alcoholic Beverage Sales	
Weekday	From <u>6 AM</u> To <u>10 PM</u>	Weekday	From <u>8 am</u> To <u>10 pm</u>
Friday	From <u>6 AM</u> To <u>All Night</u>	Friday	From <u>8 am</u> To <u>2 am</u>
Saturday	From <u>24 hours</u>	Saturday	From <u>8 am</u> To <u>2 am</u>
Sunday	From <u>9:00 am</u> To <u>10 pm</u>	Sunday	From <u>8 am</u> To <u>10 pm</u>

2. Type of ABC license applied for (check all applicable boxes)  
☒ On-Premises      ☐ Off-Premises (additional application required)
3. Type of alcoholic beverage applied for  
☒ Beer      ☒ Wine      ☒ Mixed Beverage
4. Will indoor or outdoor entertainment be provided?  
(Entertainment consists of anything more than one, unamplified musician)  
☐ Yes (Different application required)      ☒ No



**Exhibit A – Page 2**  
**Eating and Drinking Establishment**

5. Will video games, pool tables, game boards or other types of games be provided?  
☐ Yes (If more than 4, additional application required) ☒ No

5a. If yes, please describe type and number of each game to be provided

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6. Will patrons ever be charged to enter the establishment?  
☐ Yes ☒ No

6a. If yes, why

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- 6b. Which days of the week will there be a cover charge (circle all applicable days)?

Monday      Tuesday      Wednesday      Thursday      Friday

Saturday      Sunday

7. Will the facility or a portion of the facility be available for private parties?  
☒ Yes ☐ No

7a. If yes, explain

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8. Will a third party (promoter) be permitted to lease, let or use the establishment?  
☐ Yes ☒ No

8a. If yes, explain

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9. Will there ever be a minimum age limit?  
☐ Yes ☒ No

## Eating and Drinking Establishment

10. Additional comments/ description/operational characteristics or prior experience:

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Note: If smoking is permitted, then floor plans must be submitted showing all necessary building requirements for such facility

\* Charles H. Dean Jr.  
Signature of Applicant

### DEPARTMENT OF CITY PLANNING

810 Union Street, Room 508

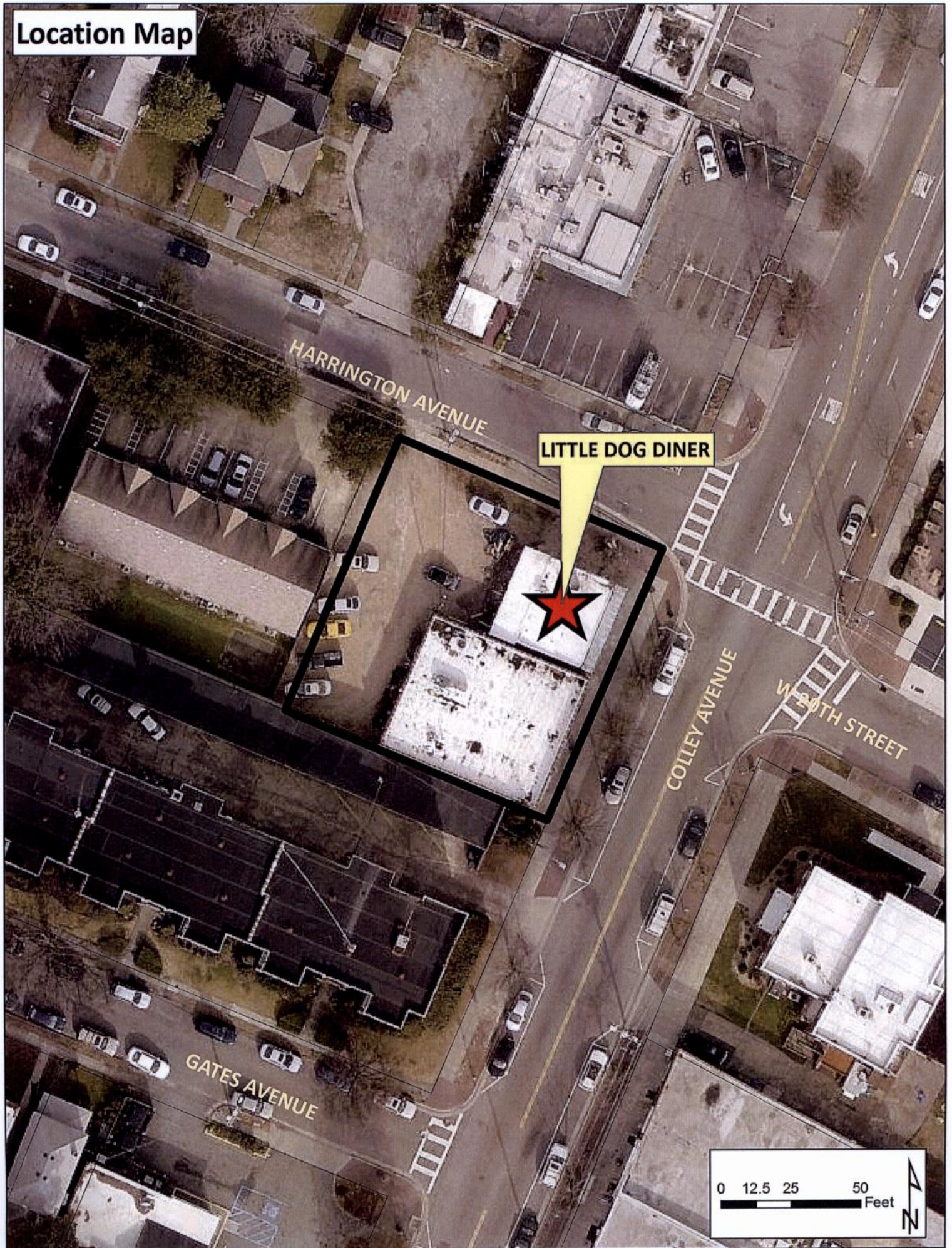
Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised January 2015)



Location Map



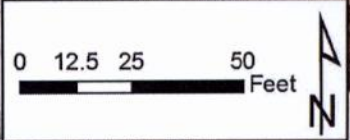
LITTLE DOG DINER

HARRINGTON AVENUE

COLLEY AVENUE

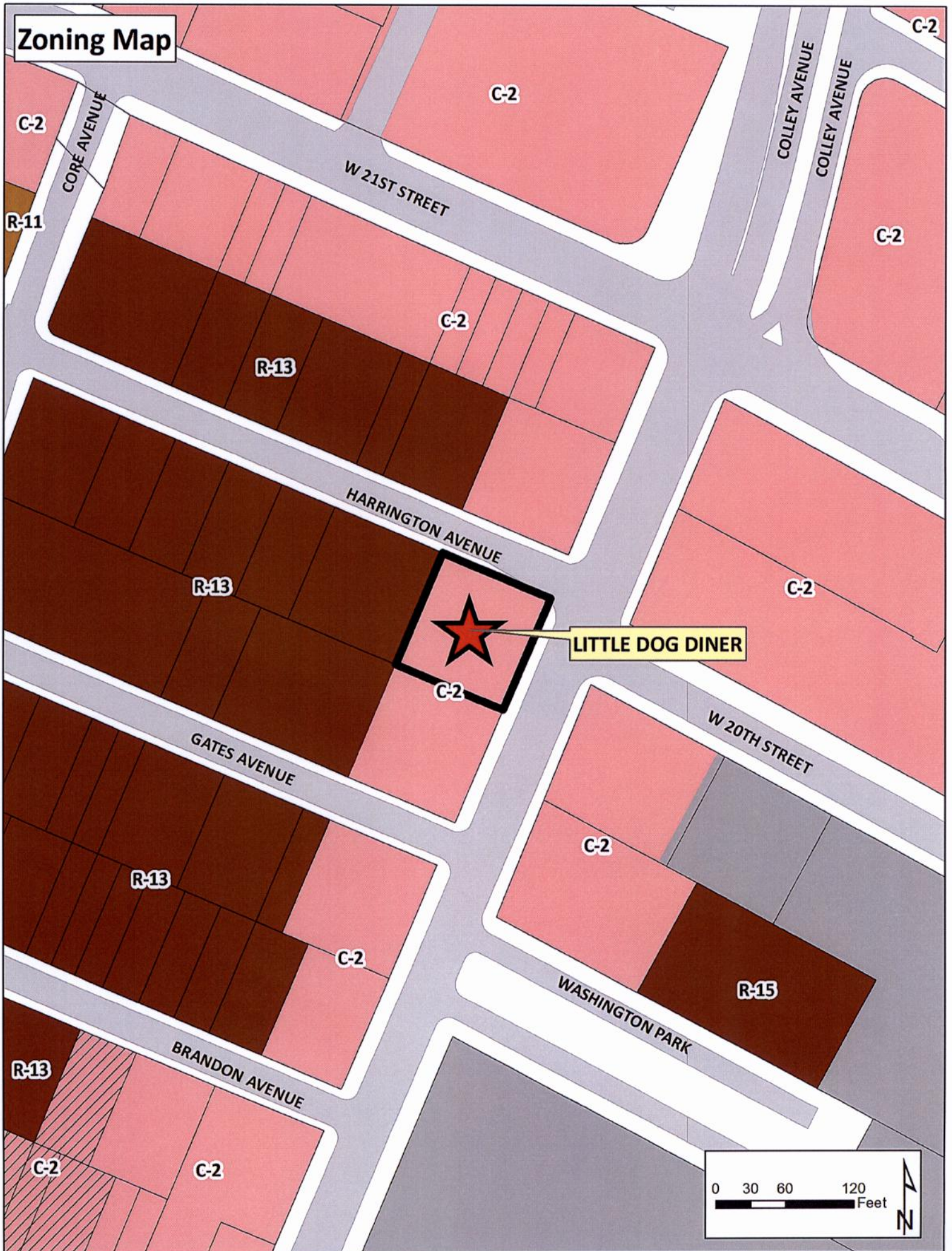
W 20TH STREET

GATES AVENUE



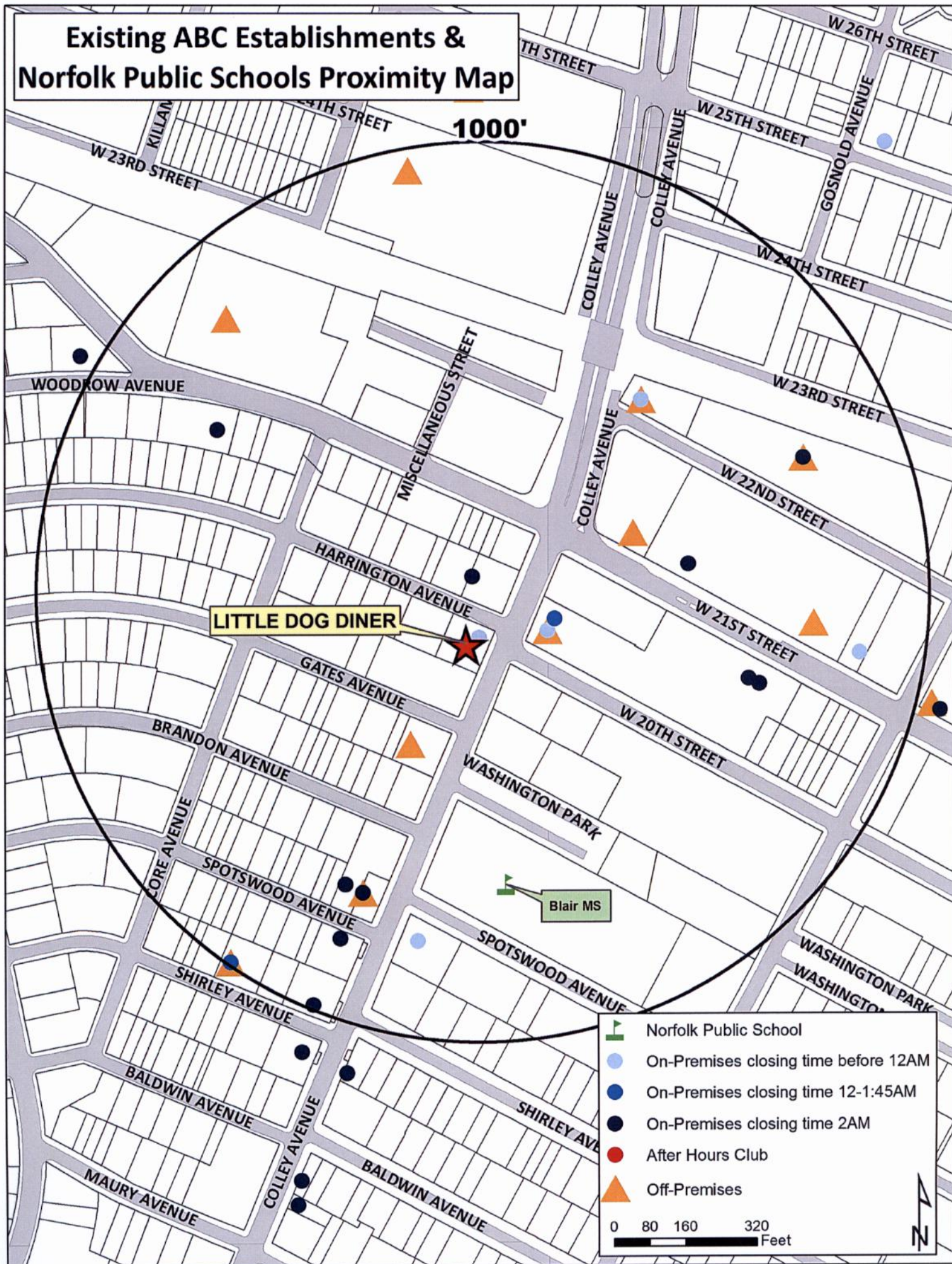


# Zoning Map





# Existing ABC Establishments & Norfolk Public Schools Proximity Map







**APPLICATION  
ADULT USE SPECIAL EXCEPTION  
EATING AND DRINKING ESTABLISHMENT  
(Please print)**

Date 3/16/16

**DESCRIPTION OF PROPERTY**

Address 1917 Colley Ave

Existing Use of Property Restaurant.

Proposed Use Restaurant

Current Building Square Footage 1,275 sq

Proposed Building Square Footage same

Trade Name of Business (if applicable) Little Dog Diner

**APPLICANT**

(If applicant is a LLC or a Corp./Inc., include name of official representative and/or all partners)

1. Name of applicant: (Last) Sears (First) Charles (MI) H

Mailing address of applicant (Street/P.O. Box): 1421 Colley Ave

(City) Norfolk (State) VA (Zip Code) 23517

Daytime telephone number of applicant (757) 625-6259 Fax (757) 625-6675 1675

E-mail address of applicant: ~~littledog~~ @ Littledogdiner @ yahoo.com

**DEPARTMENT OF CITY PLANNING**

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised January 2015)



Application  
Eating and Drinking Establishment  
Page 2

**AUTHORIZED AGENT (if applicable)**

(If agent is a LLC or a Corp./Inc., include name of official representative and/or all partners)

2. Name of applicant: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (MI) \_\_\_\_\_

Mailing address of applicant (Street/P.O. Box): \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

Daytime telephone number of applicant ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail address of applicant: \_\_\_\_\_

**PROPERTY OWNER**

(If property owner is a LLC or a Corp./Inc., include name of official representative and/or all partners)

3. Name of property owner: (Last) Jett (First) Page & Teresa (MI) \_\_\_\_\_

Mailing address of property owner (Street/P.O. box): 1307 Daniel Ave

(City) Norfolk (State) VA (Zip Code) 23505

Daytime telephone number of owner (757) 438-3020 email: \_\_\_\_\_

**CIVIC LEAGUE INFORMATION**

Civic League contact: GNL

Date(s) contacted: \_\_\_\_\_

Ward/Super Ward information: \_\_\_\_\_

**DEPARTMENT OF CITY PLANNING**

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

(Revised January 2015)

**REQUIRED ATTACHMENTS**

- Required application fee, \$355.00 (if check, make payable to the City of Norfolk).
  - Application fee includes a non-refundable \$5 technology surcharge.
- One 8½ inch x 11 inch copy of a floor plan prepared by a registered design professional drawn to scale showing seats/tables, restroom facilities, bar, ingress and egress, standing room, outdoor dining and total maximum capacity (see attached example)
- One 8½ x 14 inch or 11 x 17 inch copy of a physical survey, drawn to scale and showing site conditions and improvements (including portions of the right-of-way to the curb line):
  - Existing and proposed building structures
  - Driveways
  - Parking
  - Landscaping
  - Property lines (see attached example)
- One 8 ½ x 14 inch or 11 x 17 inch copy of a conceptual site plan drawn to scale and showing all proposed site improvements, landscaping, drive aisles and parking with dimensions, and proposed changes to parcel/property lines (including lease lines) if applicable.
- Completed Exhibit A, Description of Operations (attached)

**CERTIFICATION**

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

\* Print name: Page A. Jett Sign: Page A. Jett 3/14/16  
(Property Owner) (Date)

\* Print name: CHARLES H. SEARS JR. Sign: Charles H. Sears Jr. 3/16/16  
(Applicant) (Date)

ONLY NEEDED IF APPLICABLE:

Print name: \_\_\_\_\_ Sign: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Authorized Agent Signature) (Date)

**DEPARTMENT OF CITY PLANNING**

810 Union Street, Room 508  
Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569



**Exhibit A – Floor Plan(s) Worksheet  
Eating and Drinking Establishment**

- Complete this worksheet based for each floor plan submitted with application.
- Floor plan must be prepared by a registered design professional and include:
  - Tables/seats
  - Restroom facilities
  - Bar
  - Ingress and egress
  - Standing room
  - Outdoor seating
  - Total maximum capacity (including employees)

Total capacity

**a. Indoor**

Number of seats (not including bar seats)	<u>22</u>
Number of bar seats	<u>15</u>
Standing room	<u>—</u>

**b. Outdoor**

Number of seats	<u>56</u>
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**c. Number of employees**

<u>5</u>
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**Total Occupancy**

**(Indoor/Outdoor seats, standing room and employees) = 98**

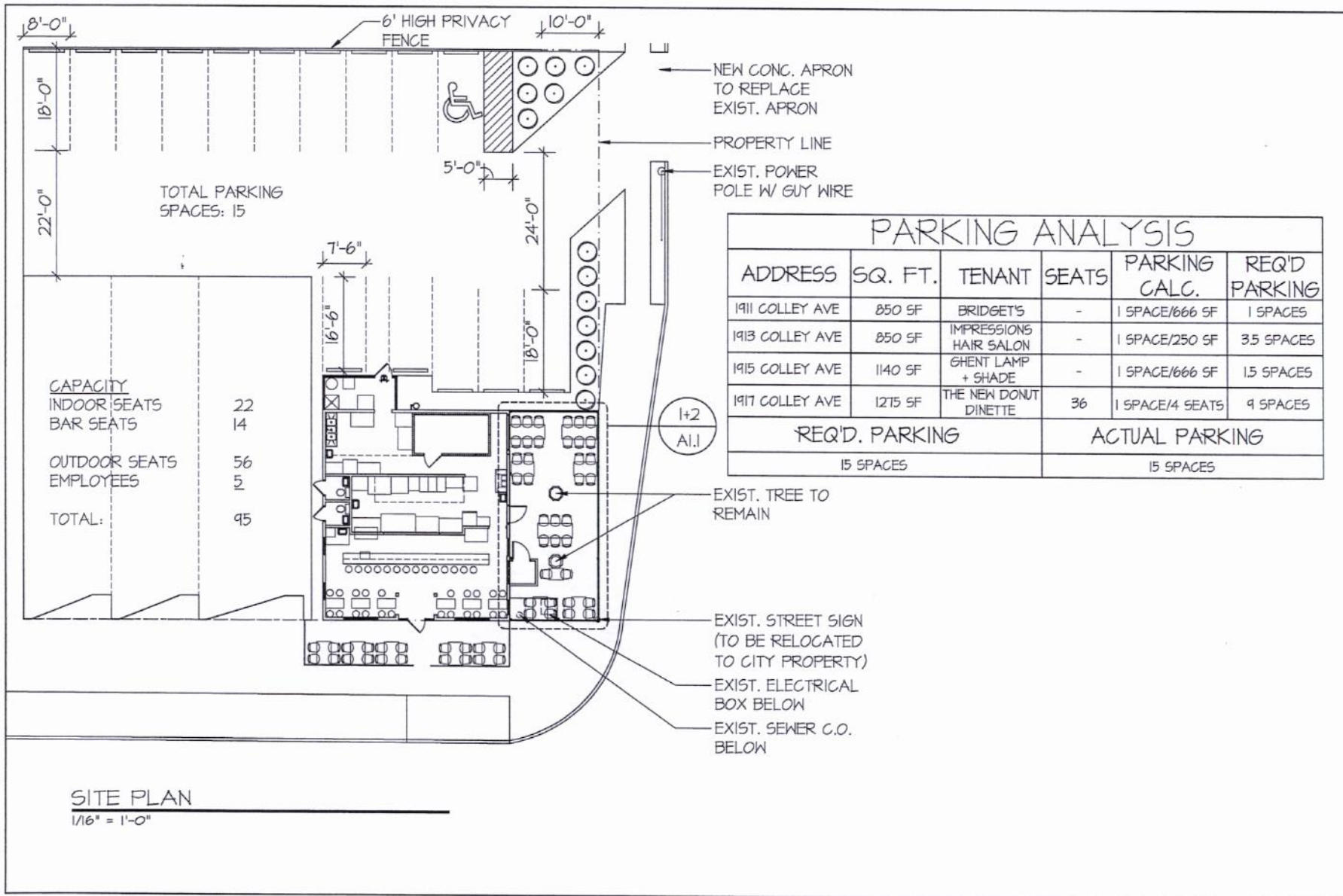
**DEPARTMENT OF CITY PLANNING**

810 Union Street, Room 508

Norfolk, Virginia 23510

Telephone (757) 664-4752 Fax (757) 441-1569

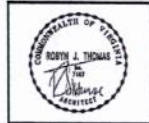
(Revised January 2015)



**ROBYN THOMAS ARCHITECTURE**

919 W. 21st Street, Suite C  
Norfolk, VA 23517

Off: 787.522.7100  
Fax: 787.840.1014



RENOVATIONS TO  
**1917 COLLEY AVE.**  
NORFOLK, VA

REVISIONS	
Δ DATE	COMMENTS

OF  
01.23.2015  
DATE  
14-08-1  
COMM. NO.

**A1.0**

DRAWN CGB

CHECKED RLIT

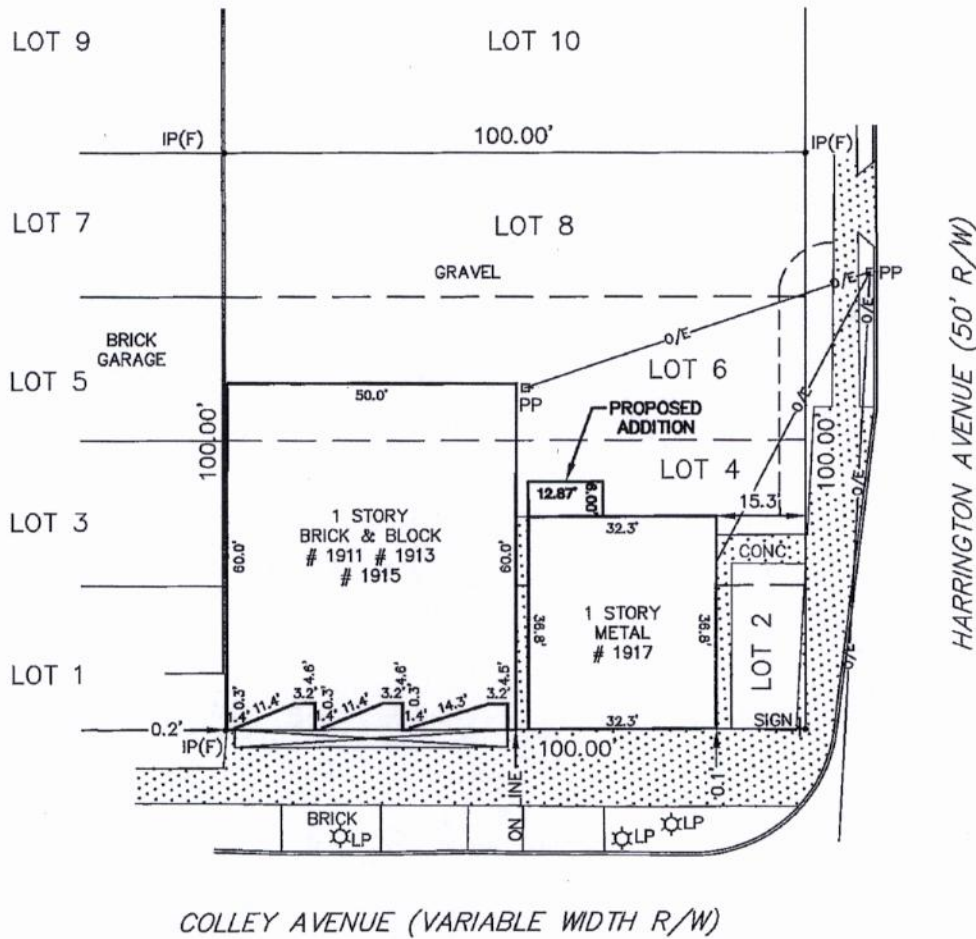


THIS IS TO CERTIFY THAT I, ON DEC. 11, 2014, SURVEYED THE PROPERTY SHOWN HEREON AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE AS SHOWN HEREON. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OF OTHER BUILDINGS EXCEPT AS SHOWN.

SIGNED: *Ward M. Holmes*

**NOTES:**

- 1) THE PROPERTY SHOWN HEREON APPEARS TO LIE IN "X" (UNSHADED) FLOOD ZONE ACCORDING TO F.E.M.A. MAP PANEL NO. 510104-0130F, REVISED SEPT. 2, 2009.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT, AND MAY NOT SHOW ANY/ALL EASEMENTS AFFECTING THE PROPERTY.

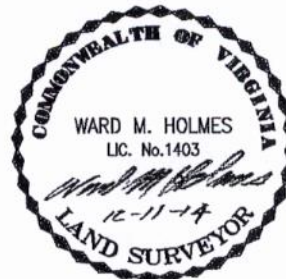


COLLEY AVENUE (VARIABLE WIDTH R/W)

PHYSICAL SURVEY  
OF  
LOTS 2, 4, 6, & 8, BLOCK 6  
NORTH GHENT  
NORFOLK, VIRGINIA  
FOR  
CHARLES SEARS

DATE: DEC. 11, 2014  
SCALE: 1" = 25'  
NOTE: FOR PLAT SEE  
M.B.1 PG.46-46A  
NORFOLK, VA.

**WARD M. HOLMES**  
LAND SURVEYOR, P.C.  
9225 GRANBY STREET  
NORFOLK, VIRGINIA 23503  
757-480-1230



DRAWN BY: DHH

PROJECT NO. 14-1059

## Simons, Matthew

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**From:** Straley, Matthew  
**Sent:** Wednesday, April 13, 2016 10:51 AM  
**To:** 'info@ghentva.org'; 'Emily Birknes'; 'ted@nusbauminsurance.com'  
**Cc:** Whibley, Terry; Winn, Barclay; Wilson, Denise; Simons, Matthew  
**Subject:** new Planning Commission application  
**Attachments:** Little Dog Diner.pdf

Ms. Birknes and Mr. Enright,

Attached please find the application to amend a previously granted special exception to operate an eating and drinking establishment at 1917 Colley Avenue.

The purpose of the request is to allow the existing diner to increase the available hours of alcohol sales.

The item is tentatively scheduled for the May 26, 2016 Planning Commission public hearing.

*Staff contact: Matt Simons at (757) 664-4750, [matthew.simons@norfolk.gov](mailto:matthew.simons@norfolk.gov)*

Thank You.

Matthew Straley  
GIS Technician II

  
City Planning  
810 Union Street, Suite 508  
Norfolk, VA 23510  
757-664-4769

Connect with us:  
[www.norfolk.gov](http://www.norfolk.gov)

